

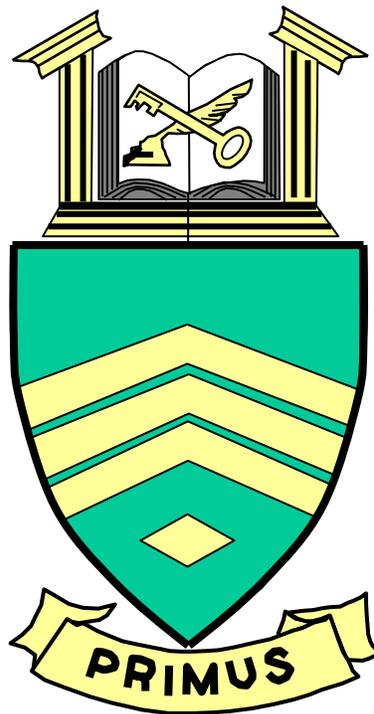
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U665 (052002)

JAN 00

COORDINATE UNIT DEPLOYMENT READINESS ACTIVITIES

PRERESIDENT TRAINING SUPPORT PACKAGE



Overview

Deployment cannot function effectively without using the Soldier Readiness Program (SRP). SRP will not function properly if you do not monitor it. One of your responsibilities as a first sergeant is to ensure proper execution and monitoring of the SRP. That will also aid in preventing the occurrence of deficiencies. During this lesson you will learn how to properly coordinate with various agencies to deploy a unit. This lesson consists of a Student Reading, Lesson Exercise, and a Solution/Discussion for the Lesson Exercise.

Inventory of Lesson Materials

Prior to starting this lesson ensure you received all materials (pages, tapes, disks, etc.) required for this Training Support Package. Go to the “**This [TSP or Appendix] Contains**” section, on page two of the TSP and the first page of each Appendix, and verify you have all the pages. If you are missing any material, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

Point of Contact

If you have any questions regarding this lesson, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

PRERESIDENT TRAINING SUPPORT PACKAGE

TSP Number /Title	U665 Coordinate Unit Deployment Readiness Activities
Effective date	OCT 00
Supersedes TSPs	U665, Coordinate Unit Deployment Readiness Activities SEP 99
TSP User	This TSP contains a training requirement that you must complete prior to attending phase II, FSC-TATS. It will take you about 1 hour to complete this requirement.
Proponent	The proponent for this document is U.S. Army Sergeants Major Academy. POC: FSC Course Chief, DSN: 978-8329/8848; commercial: (915) 568-8329/8848.
Comments /Recommendations	Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: ATTN ATSS CDD FSC TATS COMDT USASMA BLDG 11291 BIGGS FLD FT BLISS TX 79918-8002
Foreign disclosure restrictions	The lesson developer in coordination with the USASMA foreign disclosure authority has reviewed this lesson. This lesson is releasable to foreign military students from all requesting foreign countries without restrictions.

**This TSP
Contains**

Table of Contents		Page
Lesson	Section I, Administrative Data	2
	Section II, Introduction/Terminal Learning Objective	4
	Section III, Presentation	5
	Section IV, Summary	8
	Section V, Student Evaluation	8
	Section VI, Student Questionnaire	9
Appendixes	A. Lesson Evaluation and Solutions	Not used
	B. Lesson Exercise and Solutions	B-1
	C. Student Handouts	C-1

SECTION I ADMINISTRATIVE DATA**Tasks
trained**

This lesson trains the tasks listed in the following table(s):

Task number:	121-010-3095
Task title:	Coordinate Unit Deployment Readiness Activities,
Conditions:	as a first sergeant, given notification of impending deployment, AR 600-8-101, AR 608-1, FORSCOM Reg. 500-3-3, and S1 TOOLKIT,
Standards:	IAW AR 600-8-101, AR 608-1, FORSCOM Reg. 500-3-3, and S1 TOOLKIT.
Task Proponent:	U. S. Army Soldier Support Institute

**Tasks
reinforced**

This lesson reinforces the task listed in the following table:

Task number:	704-002-0001
Task title:	Identify leader actions and tools that support the Army Management Control Process,
Conditions:	as a small unit leader or staff officer executing responsibilities in personnel, supply, maintenance, and training functional areas, given AR 11-2,
Standards:	IAW AR 11-2.
Task Proponent:	Army Management Staff College

Pre-requisite Lesson(s) None

Clearance and access There is no clearance or access requirement for this lesson.

References The following table lists reference(s) for this lesson:

Number	Title	Date	Para No.	Additional Information
AR 600-8-101	Personnel Processing (In-and Out-and Mobilization Processing)	1Mar97	Ch 4,5,6	None
AR 608-1	Army Community Service Program	Aug 02	Ch 4	None
S1 ToolKit	Adjutant's Call – The S1 Handbook	On Line		None
FORSCOM Reg 500-3-3	FORMDEPS, Vol III, Reserve Component Unit Commander's Handbook	31Mar98	Page 9 only	None

Equipment Required None

Materials Required Paper and pencil

Safety Requirements None

Risk Assessment Level Low

Environmental Considerations None

Lesson Approval The following individuals reviewed and approved this lesson for publication and incorporation into the First Sergeant Course--Total Army Training System.

Name/Signature	Rank	Title	Date
Benjamin M. Salcido	GS 09	Training Developer	
Ivan E. Williamson	SGM	Chief Instructor, FSC	
Karen A. DiIullo	SGM	Course Chief, FSC-TATS	

SECTION II INTRODUCTION

Terminal Learning Objective At the completion of this lesson, you will--

Action:	Identify procedures/measures to coordinate unit deployment readiness activities,
Conditions:	as a first sergeant, given AR 600-8-101, AR 608-1, FORSCOM Reg. 500-3-3, and S1 TOOLKIT,
Standard:	IAW AR 600-8-101, AR 608-1, FORSCOM Reg. 500-3-3, and S1 TOOLKIT.

Evaluation Before entering phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

Instructional Lead-in In this lesson you will learn to coordinate a unit deployment readiness activity. In every contingency deployment, such as Desert Shield/Storm, commanders and first sergeants at all levels have experienced problems regarding soldier readiness. Soldier readiness problems lower unit morale, affect unit cohesiveness, and overall combat power. You must plan properly to allow for personnel processing.

SECTION III PRESENTATION

ELO 1

Action:	Review the Unit Readiness Program,
Conditions:	as a first sergeant, given AR 600-8-101,
Standard:	IAW AR 600-8-101.

Learning Step/ Activity 1, ELO 1

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Obtain necessary resources and information concerning the deployment (determine mission and date of deployment).
- Complete questions 1 and 2 of Lesson Exercise 1 (LE-1, Appendix B).
- Compare your responses with the suggested solutions found in SLE-1 solution/discussion for Lesson Exercise 1 (Appendix B).
- If your response does not agree, review the appropriate reference/lesson material.

ELO 2

Action:	Review the five levels of Soldier Readiness Processing,
Conditions:	as a first sergeant, given AR 600-8-101,
Standard:	IAW AR 600-8-101.

Learning Step/ Activity 1, ELO 2

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Determine what level of deployment the unit will have.
- Complete questions 3 thru 8 of Lesson Exercise 1 (LE-1, Appendix B).
- Compare your responses with the suggested solutions found in SLE-1 solution/discussion for lesson exercise 1 (Appendix B).

If your response does not agree, review the appropriate reference/lesson material.

ELO 3

Action:	Review the five phases of mobilization,
Conditions:	as a first sergeant, given AR 600-8-101 and FORSCOM Reg 500-3-3,
Standard:	IAW AR 600-8-101 and FORSCOM Reg 500-3-3.

**Learning Step/
Activity 1,
ELO 3**

- Read the above ELO.
- Study Student Handout 1 and Student Handout 2 (Appendix C).
- Determine what level of mobilization the unit is in.
NOTE: See FORSCOM Reg 500-3-3 for Phase V (terminology slightly differs from AR 600-8-101, however intent remains the same).
- Complete questions 9 thru 13 of Lesson Exercise 1 (LE-1, Appendix B).
- Compare your responses with the suggested solutions found in SLE-1 solution/discussion for lesson exercise 1 (Appendix B).
- If your response does not agree, review the appropriate reference/lesson material.

ELO 4

Action:	Review Soldier Readiness Processing procedures,
Conditions:	as a first sergeant, given AR 600-8-101,
Standard:	IAW AR 600-8-101.

**Learning Step/
Activity 1,
ELO 4**

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Review the procedures the S1 and Chief, Soldier Readiness Processing Team accomplish in conducting the SRP.
- Complete questions 14 thru 17 of Lesson Exercise 1 (LE-1, Appendix B).
- Compare your responses with the suggested solutions found in SLE-1 solution/discussion for lesson exercise 1 (Appendix B).

If your response does not agree, review the appropriate reference/lesson material.

ELO 5

Action:	Identify elements for briefing soldiers and family members,
Conditions:	as a first sergeant, given AR 600-8-101, AR 608-1, and S1 TOOLKIT,
Standard:	IAW AR 600-8-101, AR 608-1, and S1 TOOLKIT.

**Learning Step/
Activity 1,
ELO 5**

- Read the above ELO.
- Study Student Handout 3 and 4 (Appendix C).
- Study necessary elements of the briefing for family members to ensure appropriate information.
- Complete questions 18 thru 20 of Lesson Exercise 1 (LE-1, Appendix B).
- Compare your responses with the suggested solutions found in SLE-1 solution/discussion for lesson exercise 1 (Appendix B).

If your response does not agree, review the appropriate reference/lesson material.

SECTION IV SUMMARY

**Review/
Summarize
Lesson**

The coordination of unit deployment readiness activities is an essential element of combat readiness. Combat readiness requires a unit to process for deployment to contingency operations and mobilization with little or no advance warning, remaining combat ready during this process is essential. Accomplishing this requires your direct supervision and coordination with elements of your higher and lower echelons. Your attention to detail will enhance your unit deployment capabilities.

**Check on
Learning**

The Lesson Exercise in Appendix B serves as the Check on Learning.

**Transition to
Next Lesson**

None.

SECTION V STUDENT EVALUATION

**Testing
Require-
ments**

Before entering phase II FSC-TATS, you will receive the Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

SECTION VI STUDENT QUESTIONNAIRE

Directions Complete the following blocks:

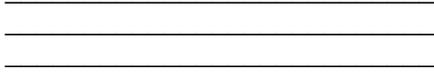
- Enter your name, your rank, and the date you complete this questionnaire.

Name:	Rank:	Date:
-------	-------	-------

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist the Academy in refining and improving the course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best Academy curriculum possible.

Item 1	Do you feel you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of this lesson were most helpful to you in the learning objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary



ATTN ATSS CDD FSC TATS
COMDT USASMA
BLDG 11291 BIGGS FLD
FT BLISS TX 79918-8002

Appendix B

Index of Lesson Exercises and Solutions

**This Appendix
Contains**

This Appendix contains the items listed in this table:

Title/Synopsis	Pages
LE-1, Coordinate Unit Deployment Readiness Activities	LE-1-1 thru LE-1-5
Solution/Discussion for LE-1	SLE-1-1 thru SLE-1-4

THIS PAGE LEFT BLANK INTENTIONALLY

LESSON EXERCISE 1
COORDINATE UNIT DEPLOYMENT READINESS ACTIVITIES
(Self-Graded)

Directions: Answer the following questions without referring to the student handout.

- Item 1 The Soldier Readiness Program replaces which program?
- a. Preparation of replacements for oversea movement (POR) qualification
 - b. Process Oversea Movement (POM)
 - c. Soldier Readiness Development (SRD)
 - d. Levy Processing (LP)
- Item 2 How often should you check administrative deployment processing requirements?
- a. Within 30 days of actual unit deployment date or date individual soldier departs on extended TDY (90 days or more).
 - b. During both in-and out-processing.
 - c. Once annually as a unit or as an individual.
 - d. All of the above.
- Item 3 In level 1, Basic Movement Soldier Readiness Processing Requirements, a soldier will not deploy if:
- a. the commander determines a soldier's Family Care Plan is unsatisfactory.
 - b. a soldier is within 7 days of expiration of service agreement on actual date of deployment.
 - c. a soldier confirmed to be HIV antibody positive.
 - c. All of the above.
- Item 4 A soldier who is HIV positive or their HIV test date is older than 24 months would come under what level of deployment?
- a. Level 1 - Basic Movement Soldier Readiness Processing Requirements.
 - b. Level 2 - Wartime Movement Stopper Soldier Readiness Processing Requirements.
 - c. Level 3 - Other Soldier Readiness Processing Requirements
 - d. Level 4 - Deployment Area/Mission Unique Soldier Readiness Processing Requirements.
- Item 5 Levels 1 and 2 are mandatory compliance levels for Soldier Readiness Processing. Who may waive Levels 3 and 4?

- a. Company Commander.
- b. Battalion Commander.
- c. Brigade Commander.
- d. General Officer in command.

Item 6 Is a soldier who is pending civil felony charges deployable?

- a. Yes.
- b. No.

Item 7 Under the wartime movement stopper soldier readiness processing requirement, each soldier must be individually weapon qualified within the last 12 months. What soldier readiness processing requirement category does this pertain to?

- a. Mandatory.
- b. Waiverable.
- c. Personnel.
- c. Training.

Item 8 Under the Soldier Readiness Processing Requirement for the Provost Marshal, removal of vehicle decals would pertain to what level of deployment?

- a. Level 1 – Basic Movement Soldier Readiness Processing Requirements.
- b. Level 2 – Wartime Movement Stopper Soldier Readiness Processing Requirements.
- c. Level 3 – Other Soldier Readiness Processing Requirements
- d. Level 4 – Deployment Area/Mission Unique Soldier Readiness Processing Requirements.
- e. Level 5 – Peacetime PCS/Transition Soldier Readiness Processing Requirements.

Item 9 Mobilization always includes calling all Reserve Components to active duty.

- a. True.
- b. False.

Item 10 Who has the authority to order a mobilization?

- a. Secretary of the Army.

- b. Secretary of Defense.
 - c. President and/or the Congress.
 - c. Sergeant Major of the Army.
- Item 11 What phase of Levels of Mobilization begins when a Reserve Component (RC) unit receives notice of a pending order to active duty and ends when the units enter active Federal Service?
- a. Phase I - Preparatory.
 - b. Phase II - Alert.
 - c. Phase III - Mobilization at Home Station
 - d. Phase IV - Movement to Mobilization Stations.
 - d. Phase V - Operational Readiness Improvement.
- Item 12 As a part of Mobilization Processing, when does Phase V Operational Readiness Improvement for the unit end?
- a. When the RC unit returns to their home station.
 - b. When declared operationally ready for deployment.
 - c. When the units arrive at their mobilization processing-in stations.
 - e. Never, since this is the last phase in the mobilization processing system.
- Item 13 Phase I Preparatory Phase, of Mobilization Processing, concerns an RC unit at home station (HS) during peacetime only.
- a. True.
 - b. False.
- Item 14 To which element would a soldier report a change in readiness status?
- a. Bn S1.
 - b. Bde G1.
 - c. Bn S4.
 - c. Bde G3.
- Item 15 How many installation and community staff agencies will have representatives on the soldier readiness processing team?
- a. Five (Unit Supply, Public Affairs, Security, Finance, and AER).

- b. Seven (Personnel, Medical Fitness, Dental Records, Provost Marshal, Physical Security, Logistical, Training).
 - c. Nine (Personnel, Medical, Dental, Provost Marshal, Finance, Security, Legal, Logistics, and Operations).
 - d. Eleven (Personnel, Medical, Dental, Provost Marshal, Finance, AER, Security, Legal, Logistics, Public Affairs, and Operations).
- Item 16 AR 600-8-101 requires every soldier to undergo a complete physical and dental exam prior to deployment.
- a. True.
 - b. False.
- Item 17 Which of the following is a rule for conducting individual movement soldier readiness checks?
- a. Soldiers must submit a copy of their panoramic x-ray.
 - b. Soldiers must change their life insurance beneficiary to meet deployment criteria.
 - c. Soldiers will use a DA Form 5123-1-R to conduct a readiness check.
 - d. Soldiers should change their bank account(s) to a bank closer to their hometown.
- Item 18 The Army Community Service (ACS) will provide family assistance and support services to families of Active Component and Reserve Component in support of military operations-deployment or mobilization and SSOs to increase unit readiness.
- a. True.
 - b. False.
- Item 19 What type of deployment or mobilization and SSO assistance does ACS provide to family members?
- a. Provides assistance to family support groups
 - b. Assists families in relocating.
 - c. Serves as a sponsor for families with special needs
 - d. Shifts into a 24-hour family assistance operation if demand or conditions warrant it.
 - d. All of the above.
- Item 20 Prior to deployment a family will get a briefing to receive what information?
- a. To explain the mission's nature and justification.
 - b. To describe support available.
 - c. To receive a monthly SITREP on the aspects of deployment

d. Both a and b above.

THIS PAGE LEFT BLANK INTENTIONALLY

**SOLUTION/DISCUSSION FOR LESSON EXERCISE 1
(Self-Graded)**

- Item 1 The Soldier Readiness Program replaces which program?
- a. Preparation of replacements for oversea movement (POR) qualification.
- Ref: AR 600-8-101, para 4-1b ELO 1
- Item 2 How often should you check administrative deployment processing requirements?
- d. All of the above.
- Ref: AR 600-8-101, para 4-2b ELO 1
- Item 3 In level 1, Basic Movement Soldier Readiness Processing Requirements, a soldier will not deploy if:
- a. All of the above.
- Ref: AR 600-8-101, 4-3 ELO 2
- Item 4 A soldier who is HIV positive or their HIV test date is older than 24 months would come under what level of deployment?
- b. Level 2 - Wartime Movement Stopper Soldier Readiness Processing Requirements.
- Ref: AR 600-8-101, 4-4b(7) ELO 2
- Item 5 Levels 1 and 2 are mandatory compliance levels for Soldier Readiness Processing. Who may waive Levels 3 and 4?
- d. General Officer in command.
- Ref: AR 600-8-101, 5-2a ELO 2
- Item 6 Is a soldier who is pending civil felony charges deployable?
- b. No.
- Ref: AR 600-8-101, 4-5e ELO 2
- Item 7 Under the wartime movement stopper soldier readiness processing requirement each

soldier must be individually qualified on their weapon within the last 12 months. What soldier readiness processing requirement category does this pertain to?

- a. Mandatory.

Ref: AR 600-8-101, para 4-4e

Item 8 Under the Soldier Readiness Processing Requirement for the Provost Marshal, removal of vehicle decals would pertain to what level of deployment?

- e. Level 5 - Peacetime PCS/Transition Soldier Readiness Processing Requirements.

Ref: AR 600-8-101, para 4-7f(1) ELO 2

Item 9 Mobilization always includes calling all Reserve Components to active duty.

- b. False.

Ref: AR 600-8-101, para 6-1 ELO 3

Item 10 Who has the authority to order a mobilization?

- c. President and/or the Congress.

Ref: AR 600-8-101, para 6-2a ELO 3

Item 11 What phase of Levels of Mobilization begins when a Reserve Component (RC) unit receives notice of a pending order to active duty and ends when the units enter active Federal Service?

- b. Phase II - Alert.

Ref: AR 600-8-101, para 6-5b ELO 3

Item 12 As a part of Mobilization Processing, when does Phase V Operational Readiness Improvement for the unit end?

- b. When declared operationally ready for deployment.

Ref: AR 600-8-101, para 6-5e ELO 3

Item 13 Phase I Preparatory Phase, of Mobilization Processing, concerns an RC unit at home station (HS) during peacetime only.

a. True.

Ref: AR 600-8-101, para 6-5a ELO 3

Item 14 To which element would a soldier report a change in readiness status?

a. Bn S1.

Ref: AR 600-8-101, para 5-3f. ELO 4

Item 15 How many installation and community staff agencies (team representatives) are there in conducting soldier readiness processing for “unit and individual annual” and “30 days prior to actual deployment” soldier readiness checks?

c. Nine (Personnel, Medical, Dental, Provost Marshal, Finance, Security, Legal, Logistics, and Operations).

Ref: AR 600-8-101, para 4-2c(1) thru (9). ELO 4

Item 16 AR 600-8-101 requires every soldier to undergo a complete physical and dental exam prior to deployment.

b. False.

Ref: AR 600-8-101, para 4-5b(1) ELO 4

Item 17 Which of the following is a rule for conducting individual movement soldier readiness checks?

c. Soldiers will use a DA Form 5123-1-R to conduct a readiness check.

Ref: AR 600-8-101, para 5-5a. ELO 4

Item 18 The Army Community Service (ACS) will provide family assistance and support services to families of Active Component and Reserve Component in support of military operations-deployment or mobilization and SSOs to increase unit readiness.

a. True.

Ref: AR 608-1, para 4-1, ELO 5

Item 19 What type of deployment or mobilization and SSO assistance does ACS provide to family members?

e. All of the above.

Ref: AR 608-1, para 4-4 a-j ELO 5

Item 20 Prior to deployment a family will get a briefing to receive what information?

d. both a and b above.

Ref: S1 TOOLKIT, extract from chapter 6, page 6-12 ELO 5

Appendix C

Index of Student Handouts

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Extract of AR 600-8-101, Ch 4, 5, & 6	SH-1-1 TO SH-1-9
SH-2, Extract of FORSCOM Reg 500-3-3	SH-2-1
SH-3, Extract of S1 TOOLKIT, Chapter 6 (pg 6-12 only)	SH-3-1 to SH-3-2
SH-4, Extract of AR 608-1, Chapter 4	SH-4-1 to SH-4-4

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 1

Extract

The following is an extract from AR 608-101, pages 23 thru 31 only.

THIS PAGE LEFT BLANK INTENTIONALLY

Chapter 4 Soldier Readiness (Peacetime)

Section I General

4-1. The Soldier Readiness Program

This program—

- a. Has as a foundation that all soldiers will be administratively ready for deployment at all times.
- b. Replaces preparation of replacements for oversea movement (POR) qualification.
- c. Incorporates planned checks on the soldier readiness status of the individual soldier.
- d. Will include more Reserve Component requirements at a later date.

4-2. Program policy

a. Specific administrative deployment processing requirements, agreed upon by HQDA policy proponents, will be checked and updated prior to individual soldier or unit movement. Requirements are prescribed in section II by level of operation.

b. Manpower staffing requirements include checking the status of individual soldier readiness during in-processing; once annually as a unit or an individual; during out-processing; and within 30 days of actual unit deployment date or date individual soldier departs on extended TDY (90 days or more).

c. A soldier readiness processing team (SRPT), from the installation and community staff agencies accomplishes the "unit and individual annual" and "30 days prior to actual deployment" soldier readiness checks, under the general leadership of the GI/AG (Chief, Military Personnel Division). Based on installation or community size and mission, the SRPT may operate on a full-time basis. The team will consist of representatives from the following installation/community staff agencies:

- (1) Personnel.
- (2) Medical.
- (3) Dental.
- (4) Provost Marshal.
- (5) Finance.
- (6) Security.
- (7) Legal.
- (8) Logistics.
- (9) Operations.

d. For soldier readiness processing requirements at levels 1 and 2, signature of the person in charge of the individual SRPT station is required (signifying all requirements have been met by the individual soldier being processed) before clearance for movement is granted.

e. In peacetime, active component units or agencies that have Individual Ready Reserve (IRR), Active Guard/Reserve (AGR), or Individual Mobilization Augmentee (IMA) soldiers assigned or attached are responsible for their movement processing. Reserve Component soldiers identified for CONUS training will be processed within 72 hours of arrival at their respective CONUS duty stations. RC soldiers identified for outside continental United States (OCONUS) training will complete movement requirements prior to OCONUS deployment.

Section II Soldier Readiness Processing Requirements

4-3. Level 1- basic movement soldier readiness processing requirements

a. Personnel requirements.

- (1) Soldiers within 7 days of expiration of service agreement on actual date of deployment will not deploy.
- (2) Soldiers who are required to have a Family Care Plan (DA Form 5304-R) must have an approved plan, on file. Soldiers whose

Family Care Plans are determined to be unsatisfactory by the commander will not deploy. Unit commander is the approving authority.

(3) SGLI-8286 will be reviewed or revised.

(4) DD Form 93 will be reviewed or revised.

(5) Each soldier will wear at all times two identification tags with metal necklace around neck.

(6) Each soldier will carry at all times a current ID Card (DD form 2A).

b. *Medical requirement.* Soldiers who PCS to OCONUS (including Alaska, Hawaii, Puerto Rico, Guam and the Virgin Islands) or will be deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than 6 months prior to the date of departure from CONUS. Soldiers on orders to Ranger, or Special Operations Command (SOCOM) or rotating Cohesion, Operational Readiness, and Training (COHORT) units, and those attending military sponsored educational programs must have a negative HIV test no older than 6 months from their report date to the new unit. Soldiers scheduled for deployment or exercises that will not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. Soldiers confirmed to be HIV antibody positive are nondeployable.

c. *Dental requirement.* The appropriate record custodian will have on file a complete dental record for each soldier to include a panoramic x-ray.

4-4. Level 2—wartime movement stopper soldier readiness processing requirements

a. Personnel requirements.

(1) Unless waived by the individual soldier, soldiers will not be sent to the country in which or by which they had been held in a POW status.

(2) Soldiers who are German aliens will not be sent to the Federal Republic of Germany. U.S./Turkish citizens will not be sent to Turkey.

(3) Soldiers who are former Peace Corps members will not be sent to duties in any intelligence capacity in any foreign country in which they served or were trained to serve with the Peace Corps.

(4) Unless waived by the individual soldier, soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy.

(5) Soldiers who do not have 12 weeks of basic training or advanced military training or their equivalent will not be sent OCONUS.

(6) Soldiers with a 3 or 4 physical profile, who have not been evaluated by an MMRB and declared deployable, will not deploy.

b. Medical requirements.

(1) Pregnant soldiers will not deploy to OCONUS or with a CONUS to CONUS unit move.

(2) Soldiers assigned to quarters or an MTF will not normally deploy.

(3) Soldiers without current immunizations will not deploy.

(4) Soldiers requiring eyeglasses who do not have two pair (one of which may be of civilian type design) and one pair protective mask lens inserts will not deploy.

(5) Soldiers requiring a hearing aid who do not have one with extra batteries will not deploy.

(6) Soldiers required to wear medical warning tags will have two tags worn so as to alert personnel to such conditions, otherwise, the soldier will not deploy.

(7) Soldiers who are HIV positive, or whose HIV test date is older than 24 months, will not deploy.

c. *Legal affairs requirement.* Each soldier must have received, sometime in their current enlistment/career, a Geneva Convention briefing prior to deployment.

d. *Security clearance requirement.* Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if one is required for that area or deployment duty.

e. Training requirement. Each soldier must be individually weapons qualified within the last 12 months prior to deployment.

4-5. Level 3—other soldier readiness processing requirements

a. Personnel requirements.

(1) The unit commander may restrict from movement soldiers who are pending discharge, separation, compassionate reassignment, and so forth and those under the human reliability program.

(2) Soldiers who have submitted an application and received an approval of conscientious objector (Class 1–A–O) will not be assigned to an area where duties would normally involve the handling of weapons.

(3) The following key portions of each soldier's personnel data base information will be reviewed and updated: (Military personnel category/code, dependent data, marital status, date of last PCS, DROS/DEROS, regimental affiliation and homebase, OCONUS preference, AEA and termination date, current and last FST, travel status, CONUS preference, and HIV test).

b. Medical requirements.

(1) Soldiers will receive medical history screening at the time of deployment which will include completion of a Standard Form 93 (Report of Medical History), an interview with a physician, physician assistant (PA), or nurse practitioner, or a review of medical records by a physician, PA, or nurse practitioner.

(2) Soldiers will be queried for existence of Exceptional Family Members and referred for screening and enrollment if appropriate.

c. Dental requirements.

(1) Soldiers in dental classification 3 or 4 receiving treatment to relieve pain, treat trauma, oral infection, or follow-up care, will not deploy until treatment is completed.

(2) Each soldier will have a duplicate panoramic x-ray on file at the Central Panograph Storage Facility.

d. Finance requirements.

(1) Soldiers will be enrolled in SUREPAY.

(2) Soldiers will have the opportunity to initiate or change allotments prior to movement.

e. Legal affairs requirements.

(1) Each soldier pending civil felony charges will be provided assistance and may not move as result of these charges.

(2) Given time and other resources, power of attorney support may be provided to each soldier.

(3) Given time and other resources, support may be provided to each soldier for the making of a Will.

(4) Soldiers will be counseled on insurance and other civil matters.

4-6. Level 4—deployment area/mission unique soldier readiness processing requirements

a. Personnel requirement. Each soldier will be processed for a passport if required for deployment area.

b. Medical requirement. Each soldier will receive immunizations required for deployment area.

c. Legal affairs requirement. Each soldier will be briefed on the applicable local laws for deployment area.

d. Training requirements.

(1) Soldiers will receive a terrorist briefing prior to deployment.

(2) Family members will receive a briefing regarding soldier's deployment mission and area.

4-7. Level 5—peacetime PCS/transition soldier readiness processing requirements

a. Personnel requirement. Reassignment and out-processing requirements will be checked in accordance with reassignment processing procedures, and out-processing procedures. They are otherwise self explanatory.

b. Medical requirement. Soldiers will be given immunizations required for geographical area of future assignment.

c. Finance requirement. Soldiers will settle or arrange for settlement of their debts prior to PCS.

d. Legal affairs requirement. Assistance will be provided soldiers pending civil and military charges, which may result in the soldier not complying with PCS orders.

e. Security clearance requirement. Each soldier must meet security clearance requirements for future duty position and area of mission or assignment, as required in PCS special instructions.

f. Provost marshal requirements.

(1) Soldiers will accomplish any special out-processing such as removal of vehicle decals.

(2) Soldiers will ensure prior registration and storage of privately owned weapons.

g. Training requirement. Each soldier will receive a mission oriented briefing.

h. Logistics requirements.

(1) Soldiers will coordinate for the proper disposition of household goods.

(2) Soldiers will be issued field equipment and clothing.

i. Dental requirement. Soldiers who PCS to a remote location where services of a Federal treatment facility are not available are required to achieve Class I dental condition prior to departure.

Chapter 5 Unit and Individual Movement (Peacetime)

Section I General

5-1. Soldier readiness processing requirements

This chapter delineates the soldier readiness processing requirements as they relate to individual and unit movement during peacetime. Specific policies for each movement are explained in paragraph 5-2. The tasks, rules, and steps for checking these soldiers readiness processing requirements are also prescribed in this chapter.

5-2. Unit movement policy

a. Contingency operations. Prior to actual soldier or unit movement in support of combat or contingency operations, commanders with the assistance of the soldier readiness processing team will physically review on-site within 30 days of departure, processing requirements in levels 1 through 4 (paras 4-3, 4-4, 4-5, and 4-6). Levels 1 and 2 (paras 4-3 and 4-4) are mandatory compliance levels while 3 and 4 (paras 4-5 and 4-6) may be waived by a general officer in command.

b. Administrative movement. Prior to actual movement during peacetime, commanders, with the assistance of the soldier readiness processing team, will review, the processing requirements at level 1 (para 4-3).

c. Peacetime reassignment. Level 5 (para 4-7) relates to normal reassignment and transition from active duty processing.

d. Records. Special handling for personnel and dental records during movement operations.

(1) For temporary individual and unit moves, the records will be retained at home station. Duplicate records may be made to accompany the soldier.

(2) For individual permanent moves (for example, PCS), the records will be hand-carried by the soldier unless the soldier is otherwise prohibited by Army regulation not to do so, such as in the case when a soldier is administratively flagged (AR 600-8-2).

(3) For unit permanent moves, the records will be forwarded to the gaining command but not on the same conveyance as the soldiers concerned.

e. TDY movement. Soldiers departing individually or with a unit, who will be absent for 90 days or more will also "clear" home station. (See chap 4).

Section II

Task: Conduct Unit Movement Soldier Readiness Check

5-3. Rules for conducting unit movement soldier readiness check

- a. The Chief, SRPT will coordinate with the Bn S1 on schedule, location and roster of personnel to be checked.
- b. The following stations will certify unit movement clearance in writing to Bn S1: personnel, medical, and dental.
- c. The Chief, SRPT will collect processing statistics and forward to G1/AG, G3 operations and Bn S1.
- d. The Chief, SRPT will provide a list of nondeployables and reason(s) for this status to the Bn S1 for corrective action, with copy furnished to G1/AG and G3 operations.
- e. DA Form 5123-1-R will provide guidance to a soldier for this task.
- f. Soldiers will immediately report any change in readiness status to the Bn S1.

5-4. Steps for conducting unit movement soldier readiness check

The steps required for conducting unit movement soldier readiness checks are shown in table 5-1.

**Table 5-1
Unit movement soldier readiness checks**

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123-1-R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123-1-R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander and Bn S3 on unit processing status and specific deficiencies by soldier.
12	BN1	File form for future reference.

Section III

Task: Conduct Individual Movement Soldier Readiness Check

5-5. Rules for conducting individual movement soldier readiness check

- a. DA Form 5123-1-R guides a soldier through this task.
- b. Each soldier will immediately report changes in deployment readiness to the Bn S1.
- c. Bn S1 will report those changes to installation/community reassignment section.
- d. Is performed on an individual soldier appointment basis or as a unit by the installation or community processing activity or the SRPT.
- e. Specific soldier readiness processing requirements as at chapter 4. Each installation/community staff activity will verify chapter 5 requirements with the type of check being conducted.
- f. Person in charge of each station/activity will audit/verify requirements with soldier's qualifications; indicate status and sign DA Form 5123-1-R.

5-6. Steps for conducting individual movement soldier readiness check

The steps actions required for conducting individual movement soldier readiness checks are shown in table 5-2.

**Table 5-2
Individual movement soldier readiness checks**

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123-1-R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123-1-R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander of specific deficiencies by soldier for corrective action.
12	BN1	File form for future reference.

**Chapter 6
Mobilization Processing**

**Section I
General**

6-1. Mobilization policy

Mobilization is the process by which the Armed Forces or part of them are expanded and brought to a state of readiness for war or other national emergency. This includes calling all or part of the Reserve Components to active duty and assembling and organizing personnel supplies and material. The call of Reserve Component units to active duty may include a Presidential Selected Reserve Call-up, S-Day; partial mobilization, T-Day; or full mobilization, M-Day.

6-2. Mobilization authority

a. The authority to order mobilization resides with the President and/or the Congress. The Secretary of Defense (SECDEF), with the advice and recommendation of the Joint Chiefs of Staff(JCS), recommends to the President and/or the Congress the level of mobilization required to support a given contingency or national emergency. Upon approval, the SECDEF directs mobilization of the Reserve Component (RC) units and individuals through the military departments.

b. Normally units will be given as much warning time as possible; however, units must be prepared for a 'no notice' alert order.

6-3. Contingency operations

For contingency operations that do not require mobilization or in the event of the Presidential Selected Reserve call-up, the assignment restrictions in AR 614-30, table 3-1 apply. The processing procedures outlined for mobilization are applicable.

6-4. Mobilization concept

Maintaining individual preparedness is the basic concept in premobilization processing. Both active and Reserve Component units must keep personnel records and actions current and accurate to ensure not only the availability of personnel, but also to reduce processing time at home stations and installations.

6-5. Levels of mobilization

Mobilization is the process by which the Armed Forces, or part of them, are ordered to active duty or federalized in response to a contingency or other national emergency. This may include all or

part of the RCs as well as assembling and organizing personnel and material. The process of federalizing/mobilizing RC units may be accomplished in the following phases:

a. Phase I—Preparatory. This phase concerns RC units at home station (HS) during peacetime. The units plan, train, and prepare to accomplish assigned mobilization missions.

b. Phase II—Alert. This phase begins when RC units receive notice of a pending order to active duty and ends when the units enter active Federal service.

c. Phase III—Mobilization at Home Station. This phase begins with the units' entry onto active Federal duty and ends when the unit departs for their mobilization stations (MS) or ports of embarkation (POE).

d. Phase IV—Movement to Mobilization Stations. This phase begins with units departing from HS, by the most expeditious and practical means available, and ends when the units arrive at their MS or POEs.

e. Phase V—Operational Readiness Improvement. This phase begins when the units arrive at their MS and ends when they are declared operationally ready for deployment.

6-6. Overview of the mobilization process

When mobilization is declared, there is a major change from peacetime to wartime assignment procedures. This includes movement of personnel to adjust unit strengths in line with Army priorities to ensure mission capability and readiness of all units and personnel.

6-7. CONUS Replacement Centers (CRC)

a. Operations are executed by the CRC Replacement Battalion (USAR) on pre-designated Army installations. CRC units are normally ordered to active duty under Presidential Selected Reserve Call-up. The CRC Battalion Commander is responsible to the installation commander for execution of CRC operations.

b. The CRC mission is to:

(1) Process all non-unit related personnel (NRP) identified as fillers and replacements for movement to the theater of operations. NRP will include AC and mobilized RC personnel. This includes but is not limited to:

(*a*) Verify completion of Soldier Readiness Processing (SRP), chapter 4.

(*b*) Coordinate completion of SRP for NRP for onward movements to the theater within five days of arrival at the CRC.

(*c*) Initiate appropriate reassignment action for non-deployable personnel.

(2) Coordinate movement of NRP to the (APOE).

6-8. Expansion of the Processing Activity

a. Prior to full mobilization, installations having mobilization station responsibilities will resource and organize the processing activity to accomplish the mobilization mission.

b. At mobilization, the installations current in-and-out processing activity will expand using current and Reserve Component resources according to the installation mobilization table of distribution and allowances.

c. The Chief, Military Personnel Division directs overall operations of the processing activity (chapter 1).

d. A typical installation mobilization and deployment center is shown at figure 6-1. Major components are the processing activity (accomplishes the soldier readiness mission) and the unit reception activity (accomplishes unit training and logistics missions).

6-9. Validation process (AR 220-1, Unit Status Reporting)

a. A typical installation validation center organization is shown at figure 6-2. Overall, validation is the installation commanders determination as to a units capability to accomplish its wartime mission. Individual soldier readiness (chap 4) is as important as training and equipment readiness. The validation process is usually conducted in three phases:

(1) *Part I.* The unit commander's unit status report suffices as the initial assessment in the personnel community.

(2) *Part II.* Soldier readiness processing accomplishes the 'readiness improvement' portion of the validation process. It accesses RC soldiers into the AC and prepares them for deployment.

(3) *Part III.* The processing activity will provide resources and reports (format and content not specified) for the installation final validation assessment and deployability decision making process.

b. The AG is the military personnel community's representative on the installation validation board.

6-10. Soldier readiness processing requirements

a. Levels one and two soldier readiness processing requirements, specified in chapter 4, are mandatory and are therefore non-waiverable. Soldiers must meet these processing requirements prior to deployment OCONUS.

b. The processing activity will check, validate, and report each soldier's deployability status.

c. Internal controls will be established to ensure all required soldier readiness processing requirements are being checked correctly.

d. If during mobilization processing a soldier is rated as not deployment ready, the soldier will continue processing in order to determine ready and not ready conditions.

e. Not ready soldiers will remain with their assigned unit until the unit deploys or the soldier is issued other disposition orders.

f. Soldier readiness deficiencies will either be corrected on the spot during processing or follow-up referrals and appointments will be made for the soldier.

g. Sections A and D of the Personnel Inprocessing Record (DA Form 5123-1-R) guides a soldier through mobilization station processing and determines the readiness status of each soldier. Once completed, the original will be filed in the soldier's MPRJ. Other copies are used in the validation process, filed for future reference by the control station, and filed in the soldier carried mobilization packet.

h. The following soldier readiness processing requirements are major workload generators at both home station and mobilization station. Constant unit maintenance and effective mobilization station planning can ease the burden of processing at the mobilization station. Problem areas are—

(1) DD Form 93 (Record of Emergency Data).

(2) (VA)29-8286/(SGLV)8286 (Servicemen's Group Life Insurance Election).

(3) DD Form 2A(ACT) (Active Duty Military Identification Card), DD Form 2A(RES) (Armed Forces of the United States Identification Card (Reserve)).

(4) ID Tags.

(5) Immunizations.

(6) HIV test result not posted in medical record.

(7) Eyeglasses and mask inserts.

(8) Panographic x-ray on file at Central Panographic Storage Facility (CPSF).

(9) Requirements for wills.

(10) Adequate dental readiness.

Section II

Task: Conduct Phase I (Preparatory) home station processing

6-11. Rules for conducting phase I (preparatory) home station processing

a. Unit commander is responsible for phase I processing.

b. A mobilization packet will be made for each soldier and will consist of the following:

(1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.

(2) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).

(3) TD Form IRS W4 (Employee's Withholding Allowance Certificate).

(4) Marriage certificate with raised certification seal.

(5) Birth certificates of family members.

- (6) DA Form 3955 (Change of Address and Directory Card).
- (7) DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).
- (8) Blank VA Form 29-8286 (Servicemen's Group Life Insurance Election).
- (9) Family Care Plan if required.
- c. Detailed guidance for accomplishing steps 1, 3, and 11 below can be found in DA Pam 360-525.

6-12. Steps for Phase I (Preparatory) home station processing

The steps required for conducting phase I (preparatory)home station processing are shown in table 6-1.

**Table 6-1
Phase I (Preparatory) home station processing**

Step	Work Center	Required action
1	Unit	Provide soldier with deployment information.
2	Unit	Maintain soldier mobilization packet.
3	Unit	Provide legal counseling.
4	Unit	Maintain soldiers MPRJ.
5	Unit	Maintain soldiers PFR (USAR and ARNG).
6	Unit	Maintain Soldiers health record.
7	Unit	Verify security clearance roster.
8	Unit	Verify soldiers in non-deployable status (soldier readiness deficiencies).
9	Unit	Verify soldiers family care plan.
10	Unit	Ensure soldiers have proper identification documents.
11	Unit	Conduct premobilization briefing.

Section III

Task: Conduct Phase II (Alert) home station processing

6-13. Rules for conducting phase II (Alert) home station processing

- a. Unit commander is responsible for phase II processing.
- b. The administrative actions started in phase I will continue to be accomplished in phase II until completed.

6-14. Steps for conducting phase II (Alert) home station processing

The steps for conducting phase II (Alert) home station processing are shown in table 6-2.

**Table 6-2
Phase II (Alert) home station processing**

Step	Work Center	Required action
1	Unit	Transfer soldiers who are non-deployables.
2	Unit	Release and recover attached soldiers.
3	Unit	Promote eligible soldiers.
4	Unit	Prepare unit personnel rosters.
5	Unit	Furnish soldier, unit, and other activities with activation orders and personnel rosters.
6	Unit	Notify finance station of unit's activation.
7	Unit	Prepare soldier reassignment plan.
8	Unit	Requisition eye glasses, inserts, and hearing aids, as required.

Section IV

Task: Conduct Phase III (Mobilization)home station processing

6-15. Rules for conducting phase III(Mobilization) home station processing

- a. Unit commander is responsible for phase III processing.
- b. The administrative actions started in phase I and II will continue to be accomplished in phase III (Mobilization) home station processing.

6-16. Steps for conducting phase III(mobilization) home station processing

The steps required for conducting phase III (mobilization)home station processing are shown in table 6-3.

**Table 6-3
Phase III (Mobilization) home station processing**

Step	Work Center	Required action
1	Unit	Identify medically disqualified soldiers.
2	Unit	Update soldier records (MPRJ, medical and dental).
3	Unit	Distribute records.
4	Unit	Verify arrival status of soldiers at the assembly site.
5	Unit	DD Form 220 (Active Duty Report).
6	Unit	Process ID Card documents for family members.
7	Unit	Update security clearance roster.
8	Unit	Prepare claims for soldier travel from home to assembly site.
9	Unit	Conduct mobilization briefing.

Section V

Task: Conduct Phase IV (Movement to Mobilization Station) home station processing

6-17. Rules for conducting phase IV (movement to mobilization station) home station processing.

- a. Unit commander is responsible for phase IV processing.
- b. The administrative actions started in phase I, II, and III will continue to be accomplished in phase IV until completed.
- c. The mission of the advance party will be to prepare for main body arrival.
- d. The advance party will turn in the following forms and reports upon arrival at the mobilization station:
 - (1) DA Form 581 (Request for Issue and Turn-in of Ammunition).
 - (2) DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies).
 - (3) DA Form 2406 (Material Condition Status Report).
 - (4) DA Form 2715-R (Unit Status Report).
 - (5) DA Form 2765-1 (Request for Issue or Turn-in).
 - (6) DA Form 2970 (Subsistence Report and Field Ration Request).
 - (7) DA Form 3161 (Request for Issue or Turn-in).
 - (8) Training outline.
 - (9) Copies of unit mobilization order.
 - (10) MPRJ, PFR, Medical and Dental records.
 - (11) List of items requiring calibration.
 - (12) Copy of MTOE/TDA.
 - (13) Appointment order for mobilization purchasing authority, as applicable.
 - (14) Appointment order for class A agent, as applicable.
 - (15) Personnel security clearance roster.
 - (16) Unit manning rosters annotated showing non-MOS qualified, newly accessed, nondeployable, and surplus personnel.
- e. The departure of the advance party will not be delayed if requirements in rule b cannot be met.

f. The order to AD serves as the unit's official travel orders to move from HS to MS.

6-18. Steps for conducting phase IV (movement to mobilization station) home station processing

The steps required for conducting phase IV (movement to mobilization station) home station processing are shown in table 6-4.

Table 6-4
Phase IV (movement to mobilization station) home station processing

Step	Work Center	Required action
1	Unit	Dispatch advance party.
2	Unit	Execute movement plan.
3	Unit	Report arrival at mobilization station.

Section VI

Task: Mobilization processing of individual reservists at the Mobilization Station (MS)

6-19. Rules for mobilization processing individual reservists at the mobilization station

- The MS only processes non-troop unit assigned soldiers.
- Current planning requires non-troop unit assigned soldiers to report to the headquarters company (holding company), U.S. Army Garrison of the mobilization station or reception battalion.
- The headquarters or holding company processing sergeant will coordinate an appointment for soldier readiness processing with the processing activity control station.
- The installation will be prepared to fully cloth, equip, and otherwise take care of these soldiers. They have been receiving no unit type support during peacetime.
- Soldiers must properly clear the installation prior to signing out.

6-20. Steps for mobilization processing individual reservists at the Mobilization Station

The steps for mobilization processing individual reservists at the Mobilization station are shown in table 6-5.

Table 6-5
Mobilization processing at the Mobilization station

Step	Work Center	Required action
1	RECBN	Collect and forward to the control station the soldier's MPRJ, PFR, medical, and dental records. Soldiers may not have any of these records in their possession.
2	RECBN	Explain processing procedures to the soldier and issue processing checklist.
3	RECBN	Prepare SIDPERS accession transaction.
4	RECBN	Assist soldier through soldier readiness processing at the processing activity.
5	RECBN	Ensure soldier completes all processing requirements by checking the processing checklist.
6	TNG	Validate training readiness of each soldier.
7	RECBN	Upon reassignment or deployment, sign soldier out, submit SIDPERS departure transaction, and file completed processing checklist.
8	RECBN	Assist soldier in movement, as required.

Section VII

Task: Mobilization processing at the control station

6-21. Rules for mobilization processing at the control station

- The control station is the focal point for mobilization processing.
- Controls suspense actions to complete a soldier's processing.
- Coordinates processing times with the Unit Reception Activity.
- During processing, soldier will keep mobilization packet.
- Distribution of MPRJ and other records will be per AR 600-8-104.
- Provide and maintain separate holding/waiting area for vehicle drivers and personnel awaiting processing and departure.
- Maintain close liaison with the CONUS Replacement Center and headquarters (holding company), USAG.
- Representatives from the various processing stations will participate in orientation briefings, as required.
- Any forms and applications of general interest to entire groups being briefed during processing orientation may be filled out during the orientation.
- Items A and D of DA Form 5123-1-R will be used to account for and control soldier readiness processing. One copy of the completed DA Form 5123-1-R is filed in the soldier's MPRJ, one copy retained by this station for backup and statistics, and one copy is placed in the soldier carried mobilization packet.
- When soldiers report for processing without their records, new records will be made by the station concerned.
- The processing orientation will include a processing overview and a safety briefing.

6-22. Steps for mobilization processing at the control station.

The steps required for conducting mobilization processing at the control station are shown in table 6-6.

Table 6-6
Mobilization processing at the control station

Step	Work Center	Required action
1	IOPR	Greet soldier, conduct processing orientation, issue processing checklist.
2	IOPR	Collect MPRJ, dental, medical, and PFR records, distribute to appropriate processing station.
3	IOPR	Issue unit SIDPERS rosters to first sergeant.
4	IOPR	Verify soldier processing by reviewing checklist.
5	IOPR	Verify soldier readiness status.
6	IOPR	Make decision on soldier not-ready conditions.
7	IOPR	Verify qualification for current assignment to direct reassignment and issue orders as required.
8	IOPR	Follow-up to ensure changes are made in SIDPERS.

Section VIII

Task: Mobilization processing at the personnel database management station

6-23. Rules for mobilization processing at the personnel database management station

- All soldiers will process through this station.
- PDBM operates at two levels—One geared to installation cycle production and the other as a satellite operation for accession transactions and unit/MPD SIDPERS processing support.
- DA Pam 600-8-3 provides guidance for wartime SIDPERS operations and related transactions.
- DA Pam 600-41 provides guidance for MOBPER operations at this station. MOBPER adds RC soldiers and units to AC.

6-24. Steps for mobilization processing at the personnel database management station

The steps for mobilization processing at the personnel database management station are shown in table 6-7.

Table 6-7
Mobilization processing at the personnel database management station

Step	Work Center	Required action
1	PDBM	Process MOBPERS tape or other accession data.
2	PDBM	Produce DA Form 2, and forward to the control station.
3	PDBM	Schedule cycles and maintain database.
4	PDBM	Distribute output.
5	IOPR	Review daily output to monitor error resolution.
6	IOPR	Maintain personnel accountability.
7	IOPR	Coordinate cycle scheduling.
8	IOPR	Zero balance unit using final rooster or provide information to unit first sergeant.
9	IOPR	Submit strength (accession and deletion) and other SIDPERS transactions.
10	IOPR	Report discrepancies.
11	IOPR	Provide technical assistance and analysis.
12	IOPR	Coordinate with unit commander for zero balance 96 hours before unit movement.
13	IOPR	Request/produce and provide SPF and OMF copies (one tape and one in cards) to unit first sergeant before movement.

Section IX Mobilization processing at the personnel information station

6-25. Rules for mobilization processing at the personnel information station

- All soldiers will process through this station.
- Chapter 4 explains soldier readiness processing requirements.
- A copy of the audited DA Form 2 will be filed in the MPRJ and in the soldier carried mobilization packet. One copy will be forwarded to the unit first sergeant.

6-26. Steps for mobilization processing at the personnel information station

The steps required for mobilization processing at the personnel information station are shown in table 6-8.

Table 6-8
Mobilization processing at the personnel information station

Step	Work Center	Required action
1	PINS	Verify SIDPERS accession transaction processing.
2	PINS	Perform quality audit of DA Form 2.
3	PINS	Verify VA Form 8286.
4	PINS	Verify DD Form 93.
5	PINS	Verify physical profile.
6	PINS	Verify alien status.
7	PINS	Verify previous POW status.
8	PINS	Verify previous Peace Corps status.
9	PINS	Verify sole surviving status.
10	PINS	Verify weapons qualification.
11	PINS	Verify 12 weeks military training requirement.
12	PINS	Verify HIV test date and results.
13	PINS	Make follow-up appointments to correct soldier readiness deficiencies.

Section X Task: Mobilization processing at the personnel strength management station

6-27. Rules for mobilization processing at the personnel strength management station

- All soldiers will process through this station.
- MOS/AOC qualification determination criteria will be limited to the first three digits of the soldier's MOS/AOC.
- Chapter 4 explains soldier readiness processing requirements.

6-28. Steps for mobilization processing at the personnel strength management station

The steps required for mobilization processing at the personnel strength management station are shown in table 6-9.

Table 6-9
Mobilization processing at the personnel strength management station

Step	Work Center	Required action
1	PSMS	Verify MOS/AOC.
2	PSMS	Verify missed promotion.
3	PSMS	Verify physical profile.
4	PSMS	Verify alien status.
5	PSMS	Verify previous POW status.
6	PSMS	Verify previous Peace Corps status.
7	PSMS	Verify sole surviving status.
8	PSMS	Verify weapons qualification.
9	PSMS	Verify 12 weeks military training requirement.
10	PSMS	Verify security clearance.
11	PSMS	Submit SIDPERS update transactions.
12	PSMS	Make follow-up appointments to correct soldier readiness deficiencies.

Section XI Task: Mobilization processing at the finance station

6-29. Rules for mobilization processing at the finance station

- All soldiers will process through this station.
- Chapter 4 explains soldier readiness processing requirements.
- Obtain finance record from control station.

6-30. Steps for mobilization processing at the finance station

The steps required for mobilization processing at the finance station are shown in table 6-10.

Table 6-10
Mobilization processing at the finance station

Step	Work Center	Required action
1	IOPR	Add soldier to JSS pay system.
2	IOPR	Verify BAQ and other pay entitlements.
3	IOPR	Verify allotments.
4	IOPR	Verify SUREPAY.
5	IOPR	Issue any casual pay authorized.
6	IOPR	Verify travel entitlements.
7	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XII**Task: Mobilization processing at the DEERS/RAPIDS/ID card station****6-31. Rules for mobilization processing at the DEERS/RAPIDS/ID card station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. All soldiers will be given the opportunity to enroll in the Active Duty Dependents Dental Plan, if eligible. However, Army National Guard (ARNG) and Army Reserve (USAR) personnel must have been ordered to active duty for a minimum of 2 years to meet the eligibility requirements for enrollment in the dental plan.

6-32. Steps for mobilization processing at the DEERS/RAPIDS/ID card station

The steps required for mobilization processing at the DEERS/RAPIDS/ID card station are shown in table 6-11.

Table 6-11
Mobilization processing at DEERS/RAPIDS/ID card station

Step	Work Center	Required action
1	IOPR	Verify DEERS/RAPIDS enrollment.
2	IOPR	Verify dependents are properly enrolled.
3	IOPR	Verify ID tags and medical warning tags.
4	IOPR	Verify ID Card.
5	IOPR	Verify dependents have up-to-date ID cards.
6	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XIII**Task: Mobilization processing at the medical station****6-33. Rules for mobilization processing at the medical station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

6-34. Steps for mobilization processing at the medical station

The steps required for mobilization processing at the medical station are shown in table 6-12.

Table 6-12
Mobilization processing at the medical station

Step	Work Center	Required action
1	IOPR	Verify complete medical record.
2	IOPR	Verify HIV test results.
3	IOPR	Verify ID warning tags (2).
4	IOPR	Verify eyeglasses (2).
5	IOPR	Verify mask inserts.
6	IOPR	Verify hearing aid and spare battery.
7	IOPR	Verify immunizations.
8	IOPR	Verify sick/injured/pregnant status.
9	IOPR	Verify physical profile.
10	IOPR	Verify physical examination.
11	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XIV**Task: Mobilization processing at the dental station****6-35. Rules for mobilization processing at the dental station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

6-36. Steps for mobilization processing at the dental station

The steps required for mobilization processing at the dental station are shown in table 6-13.

Table 6-13
Mobilization processing at the dental station

Step	Work Center	Required action
1	IOPR	Verify complete dental record.
2	IOPR	Verify panograph x-ray on file at CPSF.
3	IOPR	Verify dental classification.
4	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XV**Task: Mobilization processing at the security station****6-37. Rules for mobilization processing at the security station**

- a. Not all soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. This station uses unit manning roster supplied by the advance party. Roster can be on floppy disk that is compatible with computer equipment at mobilization station.

6-38. Steps for mobilization processing at the security station

The steps required for mobilization processing at the security station are shown in table 6-14.

Table 6-14
Mobilization processing at the security station

Step	Work Center	Required action
1	IOPR	Verify clearance for PMOS/DMOS/AOC.
2	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XVI**Task: Mobilization processing at the central issue facility****6-39. Rules for mobilization processing at the central issue facility**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. Soldiers will be issued field equipment per CTA 50-900 and unit SOP.
- d. Forward equipment/supply issue records to control station.

6-40. Steps for mobilization processing at the central issue facility

The steps required for mobilization processing at the central issue facility are shown in table 6-15.

Table 6-15
Mobilization processing at the central issue facility

Step	Work Center	Required action
1	IOPR	Issue soldier required equipment.
2	IOPR	Have soldier sign for issued equipment.
3	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XVII

Task: Mobilization processing at the Army community services center

6-41. Rules for mobilization processing at the Army community services center

All soldiers, to include those with exceptional family members will be referred to this station.

6-42. Steps for mobilization processing at the Army community services center

The steps required for mobilization processing at the Army community services center are shown in table 6-16.

Table 6-16
Mobilization processing at the Army community services center

Step	Work Center	Required action
1	IOPR	Assist soldier as required.
2	IOPR	Make referrals as required.

Table 6-16
Mobilization processing at the Army community services center—Continued

Step	Work Center	Required action
3	IOPR	Verify family address.
4	IOPR	Inform unit first sergeant of any special soldier situations.

Section XVIII

Task: Mobilization processing at the legal station

6-43. Rules for mobilization processing at the legal station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. If resources permit, wills and powers of attorney may be made at this station.
- d. Copies of wills and powers of attorney will be filed in the soldier carried mobilization packet. The original and one copy will be given to the soldier.

6-44. Steps for mobilization processing at the legal station

The steps required for mobilization processing at the legal station are shown in table 6-17.

Table 6-17
Mobilization processing at the legal station

Step	Work Center	Required action
1	IOPR	Verify Geneva Convention briefing.
2	IOPR	Determine soldier's requirement for a will.
3	IOPR	Provide power of attorney services.
4	IOPR	Verify pending military charges.
5	IOPR	Verify pending civilian changes.
6	IOPR	Process application for Soldiers and Sailors Relief Act if required.

THIS PAGE LEFT BLANK INTENTIONALLY

Handout 2

Extract

The following is an extract from FORSCOM Reg 500-3-3, page 9 only.

THIS PAGE LEFT BLANK INTENTIONALLY

FORSCOM Regulation 500-3-3

Concept of Operations

a. The mobilization process is divided into five phases as follows:

(1) Phase I - Planning. This phase includes the normal day-to-day efforts of each unit at its HS. During this phase, units plan, train and prepare to accomplish assigned mobilization missions. They prepare mobilization plans and files as directed by STARCs, RSCs and FORMDEPS, attend mobilization coordination conferences, provide required planning data to the MS, conduct mobilization training and develop postmobilization training plans as directed. Each unit will complete as many administrative processing actions as possible before being ordered to federal active duty. Plans for movement to the MS must be completed during this phase, in accordance with FORSCOM Regulation 55-1, and automated information systems identified must be identified for deployment and accredited as specified in Chapter 3, AR 380-19. Phase I ends when the unit receives its official alert notification.

(2) Phase II - Alert. This phase includes all those actions taken by a unit following receipt of the official alert. Specific tasks and standards are listed in this regulation. The unit takes specific actions to prepare for transition from RC to active status. Actions such as screening and cross-leveling are essential during the alert phase. This phase ends with the effective date of mobilization of the unit at HS.

(3) Phase III - Home Station. This phase begins on the effective date of the unit mobilization. Once mobilized, units have 72 hours to be ready to move to their MS. Actions taken at this point include inventory and loading of unit property and dispatch of the advance party to the MS. During this phase, the unit takes action to speed its transition to active status. Specific tasks and standards are listed in the following chapters and annexes of this regulation. Movement from HS to MS will be by the most expeditious and practical means available. Detailed unit movement planning will be in accordance with FORSCOM Regulation 55-1. The unit will coordinate directly with the MS prior to the unit departing HS, and keep peacetime higher headquarters informed. At the beginning of this phase, command passes from the peacetime chain of command to the CONUSA in whose geographic area

the unit is located. Mobilizing units are encouraged to continue to request assistance and support from their peacetime chain of command until directed otherwise. This phase ends with arrival of the unit at its MS.

(4) Phase IV - Mobilization Station. This phase begins with arrival of the unit at its MS and encompasses all the actions necessary to meet required deployment criteria. Command of the unit passes from the CONUSA to the MS (or to gaining MACOM for CONUS base support units) at the beginning of Phase IV. Actions at MS include the processing of personnel and equipment and the actual accessioning of the unit into the active structure. The goal of the unit during this phase is to attain operational readiness status in the shortest possible time, consistent with its planned deployment or operational mission. This phase also includes any necessary individual or collective training as well as appropriate cross-leveling actions, Soldier Readiness Processing (SRP)/Preparation for Overseas Movement (POM) and validation for deployment. Phase IV ends with arrival of the unit at the point of embarkation (POE). Phase IV and Phase V may overlap since equipment moving by surface transportation begins Phase V earlier than with personnel.

(5) Phase V - Port of Embarkation. This phase begins with arrival of the unit at its POE. It encompasses all activities at the Sea Port of Embarkation (SPOE) and the Air Port of Embarkation (APOE). These activities include both manifesting and loading of personnel. This phase ends with departure of personnel and equipment from the POE.

b. This document is designed as a "how to" handbook to assist the unit commander during Phases I, II, and III of mobilization. Once the unit arrives at the MS, it falls under the command of the MS commander, unless the unit is commanded by a General Officer or is a separate brigade, TAACOM, COSCOM, etc., in which cases it remains under the command of the CONUSA or of the AC affiliate division (if the latter is not already deployed). In the former case, the unit should take direction from the MS Commander and his staff. Because unit requirements and MS operations vary, it is impractical to attempt to specify the tasks and standards required in Phase IV and Phase V. The commander must take the initiative to make the

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 3

Extract

The following is an extract from S1 TOOLKIT (Downloaded from the AG School Homepage) Formerly S1 TOOLKIT.

THIS PAGE LEFT BLANK INTENTIONALLY

S1 TOOLKIT (Downloaded from the AG School Homepage) Formerly TC 12-17

Benefits

Brief families before deployment to explain the mission's nature and justification and to describe support to be available during the deployment. Don't make promises (for example, about mail delivery) which may be impossible to keep later. Allow time and opportunity for discussion of family questions and concerns. Expect some children to have difficulty adjusting to a parent's absence. Have mental personnel conduct meeting to discuss these normal reactions and suggest ways to manage them.

Appoint a rear detachment commander willing and able to deal with family problems, and give him adequate staff to do so. See that the commander has excellent relations with the chaplain and mental health personnel for managing complex problems.

Establish a voluntary spouses' communication and support network before the deployment. Run it as an outreach program to encourage participation by shy or depressed spouses. Give the responsibility to the most enthusiastic volunteers available, regardless of the soldiers' rank.

To prepare for a family separation, certain actions should be taken. These are some suggestions for your families:

- Have a set of your spouse's car keys.
- Have all important telephone numbers which you may need in case of an emergency.
- Know where your family's medical records are kept.
- Know the various financial obligations your family has, and budget accordingly.
- Know what monthly payments are due and where and how they are paid.
- Know how to receive your spouse's monthly pay check. Consider using SURE-PAY.
- Know what security precautions to take when your spouse or entire family leaves home for an extended period.
- Make contact with or know of others who can help you if the need arises.
- Have your spouse prepare a general power of attorney and will if they are not already on hand. The legal assistance office will help you.
- Make sure your family's ID cards are current.

Military Support During Deployment

Reinforce efforts of the rear detach-ment and spouses' network by ensuring access to resources needed to sustain family support functions.

Maintain the flow of accurate, timely information from official and informal sources to families. Use a newsletter, the spouses network, and the rear detachment to distribute information on mission progress, soldiers' well-being and anticipated return, rumors, support resources, and the families themselves. Give attention to gathering information from, and getting it to, off-post and out-of-town families.

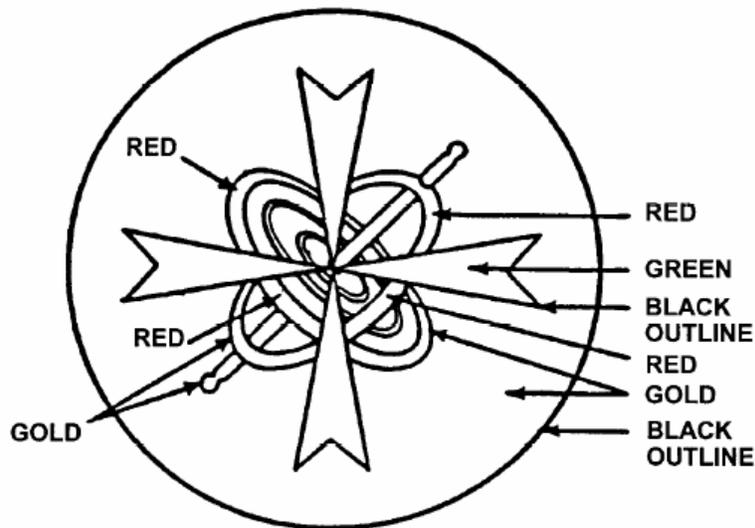
Student Handout 4

Extract

The following is an extract from AR 608-1, Chapter 4, pages 11 thru 14 only.

THIS PAGE LEFT BLANK INTENTIONALLY

Theme: "Self-Help, Service, and Stability"



Legend: This emblem represents the cross, the gyroscope, and the heart, an idea associated with the giving of kind-hearted help and stability. The image of the cross is taken from an organization whose purpose, among other things, was to provide help for the sick and needy Crusaders during the Middle Ages. This may have been the first organized program of individualized relief services in relation to an Armed Force. The cross, a symbol for help, and the gyroscope, a symbol for equilibrium and stability, are combined with a heart to reflect the program as a living, sustaining force in the lives of Army personnel and their family members. The color of the Army green uniform and the gold buttons and insignia are combined in the emblem. The full circle represents the whole, the Army Community.

Figure 3-1. Army Community Service emblem

Chapter 4 Services

Section I Deployment or Mobilization and Stability and Support Operations (SSOs) Readiness

4-1. Purpose

Family assistance and support services will be provided to families of Active Component and Reserve Component (RC) forces and emergency-essential civilians in support of military operations-deployment or mobilization and SSOs (includes mass casualties, evacuation and natural disasters)—to enhance unit cohesion and increase readiness. Preplanning for family assistance will ensure that a comprehensive, realistic, effective and coordinated assistance delivery

system is in place prior to military operations. This system will normally include the triad of family assistance centers, unit family support groups and unit rear detachments.

4-2. Family assistance plan

A family assistance plan will be developed to address all levels and phases of deployment or mobilization and SSOs. The plan will include requirements for continued coordination of family assistance services and establishment of family assistance centers. The plan will be incorporated into overall installation contingency plans and include at a minimum—

- a.* Type of family assistance services offered to families. Minimum services will include emergency financial assistance, emergency food and shelter, crisis intervention, legal information, Defense Enrollment Eligibility Reporting System (DEERS), military medical benefits briefing, information and referrals to appropriate sources for other assistance.
- b.* ACS and other agency roles and responsibilities for implementing the plan.
- c.* Resource requirements (manpower and dollars) to implement the plan.
- d.* Mobilization table of distribution and allowances requirements to include Individual Mobilization Augmentee personnel and retiree recalls.
- e.* Requirements to accommodate any projected program needs, i.e., facilities, equipment and communications support.

4-3. Predeployment or mobilization and SSOs assistance

Predeployment or mobilization and SSOs assistance will include:

- a.* Support and assistance to unit commanders in establishing support groups caring for families.
- b.* Orientations for RC units and their families which outline the assistance available upon unit activation and individual mobilization. Similar orientations should be provided to deploying emergency-essential civilians and their families.
- c.* Participation in mobilization and casualty work group exercises to test program effectiveness in providing family support during deployment or mobilization and SSOs.
- d.* Assistance to single parents, dual military couples, and dual emergency-essential civilian couples in developing family care plans for deployment.
- e.* Coordination with local and State human service assistance agencies.
- f.* Coordination with State Adjutant General and appropriate USAR Regional Support Command Office as well as RC units within a 50-mile radius to identify the potential numbers of RC family members eligible for ACS assistance.
- g.* Identification of families with major problems requiring special assistance and support during deployment or mobilization and SSOs.

4-4. Deployment or mobilization and SSOs assistance

During deployment or mobilization and SSOs, ACS will—

- a.* Shift into a 24-hour family assistance center operation if requested by the installation/garrison commander. The center will include, at a minimum, representatives from the following offices: identification cards, DEERS, TRICARE, finance and staff judge advocate.
- b.* Establish a 1-800 number to address family issues and crises.
- c.* Provide assistance to family support groups.
- d.* Assist casualty assistance officers in providing support to survivors.
- e.* Provide support to waiting families.
- f.* Assist deploying mobilized RC unit, USAR Regional Support Command or Army Reserve Command and State Area Command in providing family assistance to RC families.
- g.* Assist commanders in providing ongoing training for designated family sponsors.
- h.* Assist families in identifying resources for relocating, as applicable.
- i.* Serve as a sponsor for families with special needs.
- j.* Keep commanders abreast of major problems affecting families of either mobilized or deployed soldiers and civilians.
- k.* Compile and maintain statistics on assistance rendered.

4-5. Post deployment or mobilization and SSOs assistance

This assistance will include briefings, workgroups to deal with family unification problems, and command after action reports (includes lessons learned and recommendations for improving procedures).

4-6. Unit rear detachments

These detachments will receive training on family assistance and community resources available to support deployment

or mobilization and SSOs. Also, assistance will be provided to rear detachment commanders in coordinating services for families in their units.

4-7. Family support groups

Commanders establish and provide support for family support groups (FSGs) within their units in accordance with DA Pam 608-47. Assistance will be available in the following areas for FSGs:

- a. Training.
- b. Resource materials.
- c. Meeting facility.
- d. Homecoming and reunion activities.
- e. Information and referral.

4-8. Operation R.E.A.D.Y. (Resources for Educating About Deployment and You)

The Operation R.E.A.D.Y. materials (modules, handbooks, workbooks and videos) will be used to support unit commanders in preparing soldiers, civilian employees and their families for military operations (see appendix E). These materials may be tailored to the needs of the installation.

4-9. OCONUS noncombatant evacuation operation (NEO) support

In OCONUS areas, assistance will be provided in conducting family readiness NEO briefings, processing families for deployment, and coordinating support for families with gaining safehaven areas in accordance with local NEO plan.

4-10. Support to unaccompanied family members being evacuated or forced early return from an area outside the continental United States

This support will consist of—

- a. Providing personnel to support reception center for repatriated families, if requested.
- b. Appointing a sponsor to assist family members in safehaven status in the geographical area of the installation.
- c. Assisting family members in obtaining safehaven benefits and entitlements.
- d. Providing required reports on the status of families to MACOMs and HQDA in accordance with the Joint Plan for DOD Non-Combatant Repatriation.

Section II

Soldier and Family Readiness

4-11. Family Advocacy Program

The Family Advocacy Program will be implemented to address child abuse and neglect and spouse abuse (includes prevention, identification, reporting, investigation and treatment) per AR 608-18.

4-12. Shelter and respite care

Shelter and respite care will be provided in accordance with published funding guidance and ARs 608-18 and 608-75. Written MOAs will be established with local shelters. Standing operating procedures will be on file regarding appropriate use of respite care.

4-13. Transitional compensation for abused dependents

Transitional compensation payments and other benefits described in appendix F may be provided for dependents of soldiers who are separated for dependent abuse. Dependents use DD Form 2698 to apply for payments. The DD Form 2698 is available on the Army Electronic Library CD-ROM and the USAPA web page.

4-14. Foster care

A foster care service will be established per AR 608-18.

4-15. Exceptional Family Member Program

The Exceptional Family Member Program will be implemented to provide community support, housing, personnel, educational and medical services to families with special needs per AR 608-75.

4-16. Outreach services

(See paragraph 1-9.)

Section III Relocation Readiness

4-17. Purpose

Relocation assistance will be provided to reduce or eliminate problems arising because of frequent moves.

4-18. Relocation Assistance Coordinating Committee

A Relocation Assistance Coordinating Committee will meet quarterly to ensure coordination and cooperation among the various relocation services on the installation. The committee will develop a comprehensive installation relocation assistance plan that addresses elements and functions of relocation assistance provided by each installation activity; training requirements for all relocation services providers; and an evaluation plan to ensure assistance is accessible, effective and responsive to the needs of the Army family. Members will include, at a minimum, representatives from ACS, housing, transportation, finance, military personnel division, civilian personnel advisory center and medical treatment facility.

4-19. Relocation counseling

a. Relocation counseling will be provided on an individual or group basis. It will be available to both inbound and outbound transferees with primary focus on predeparture counseling and relocation planning. Transferees preparing for their first permanent change of station (PCS) move or first overseas PCS will be targeted, at a minimum, for counseling sessions.

b. Relocation counseling will include—

- (1) Assessment of client's individual or family needs and particular relocation circumstances.
- (2) Provision of information on the destination area (e.g., such as schools, housing, community resources and cost of living), entitlements, reimbursements and household goods shipment.
- (3) Provision of referral, followup and advocacy in resolving relocation related problems.

4-20. Pre-arrival information

a. Accurate and current pre-arrival information on the installation and surrounding area will be provided through the Standard Installation Topic Exchange Service (SITES), welcome packets and the post home page. The SITES, a DOD automated information system, containing information on all military installations of 500 or more in population and accessible on the internet, will be formally updated per instructions from USACFSC (CFSC-SF-A). On-line updates will occur when changes in the contents of the SITES file warrant. Ancillary agencies and resources mentioned in the SITES will be contacted to ensure accurate information.

b. Each installation will update their welcome packet, at a minimum, quarterly. They will maintain copies of their welcome packet at the ACS center for review by customers and will mail their packet to those installations that do not meet the criteria for having SITES.

4-21. Mandatory overseas orientation

In accordance with AR 600-8-11, all soldiers departing installations for overseas assignment will receive an orientation to provide essential information and guidance on preparing for the move. These overseas orientations will—

a. Be conducted within 30 days of the Enlisted Distribution Assignment System cycle/Request for Orders date, or as needed, based on the number of soldiers completing the reassignment briefing process per month. Family members will be strongly encouraged to attend these orientations.

b. Be conducted in groups by country such as Korea or Germany.

c. Include the participation of other relocation related activities only as needed (for example, military personnel division and housing).

d. Be scheduled to encourage maximum participation of family members with child care provided when possible.

e. Be targeted, when possible, toward the particular audience, for example, those going overseas for the first time or those with some overseas experience who need only updates.

4-22. Reentry workshops

Reentry workshops will be provided for transferees returning from overseas to the United States. These workshops will be designed to prepare soldiers and families for the often unexpected logistical, financial and psychological adjustment of returning from an overseas tour.

4-23. Special workshops or support group sessions

These workshops and sessions will be organized for families identified as particularly at-risk. Workshops will address methods of managing the emotional and situational stresses of relocation.